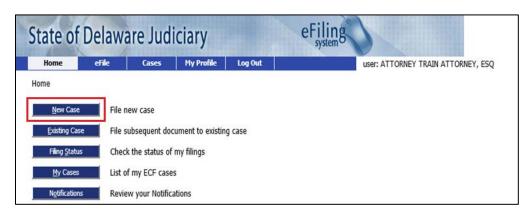
Click 'New Case' to start a new case filing.

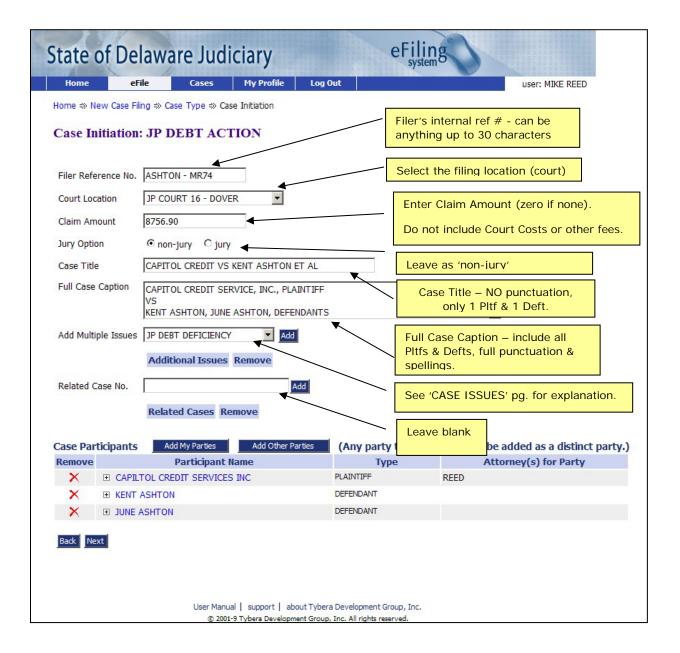


This brings you to a list of the types of cases that can be filed in JP Courts. Select the case type to be filed.



This will bring you to the 'Case Initiation' Screen. It is the same for all JP Case types you file. It is the first screen into which you will be entering your case specific data. You must have your completed documents available electronically before you start.

All data must be entered with the Caps Lock key turned on. Please do not type anything with lower case letters.



Rev. 1/2/19

### **CASE TITLE**

- ALL CAPITAL LETTERS
- **NO** punctuation: no commas, periods, single or double quotes, colons or semi-colons are accepted. Ampersands ("&") as part of a business name are okay.
- Limited to 50 characters total.
- Only enter FIRST PLANTIFF VS FIRST DEFENDANT from the complaint form.
- "VS" should always be used to separate the Plaintiff from the Defendant, and never put a period after it.

**DO NOT** use any of these: <u>V</u> <u>V. VERSUS</u> <u>VS.</u>

- Shorten the Plaintiff's name, if necessary, to fit the required minimum information in this field (but avoid use of punctuation when doing so). Also, use the same shortened version every time you file.
- -If there is more than one Plaintiff, just enter the first Plaintiff's name then put 'ET AL' after that Plaintiff's name.
- -If there is more than one Defendant, just enter the first Defendant's name (first and last names), then put 'ET AL' after that Defendant's name.

Here's a few examples of correct entries:

XYZ APARTMENT MGMT VS JOHN RENTER SR THOMAS CARPARTS LLC VS STEVE RASMOOR JR EWING OIL CO VS RAY KREBS ET AL (more than one defendant)

Here's some bad entries (and why, with corrected entry):

Incorrect entry (too long):

```
....x...10....x...20....x...30....x...40....x...50
```

LONG BRANCH APARTMENT MANAGEMENT COMPANY VS SARAH CONNER

Correct entry:

```
\dots x \dots 10 \dots x \dots 20 \dots x \dots 30 \dots x \dots 40 \dots x \dots 50
```

LONG BRANCH APT MGMT CO VS SARAH CONNER

Incorrect entry (has punctuation):

TOM'S NEW CAR PARTS, LLC, VS. STEVE RASMOOR, JR.

Correct entry:

TOMS NEW CAR PARTS LLC VS STEVE RASMOOR JR

Incorrect entry (has multiple Defendants):

EWING OIL CO VS RAY KREBBS AND DONNA KREBBS

Correct entry:

EWING OIL CO VS RAY KREBBS ET AL

## **FULL CASE CAPTION**

- -Full use of punctuation is okay.
- Enter all Plaintiffs and Defendants
- Enter the complete names as they appear on the COMPLAINT
- Always use at least 3 lines:

Line 1 – Plaintiff(s)

Line 2 – VS

Line 3 – Defendant(s)

- For multiple Plaintiffs, list them one after the other across the field, separated by a comma.
- The word "PLAINTIFF" should appear only once, after the final Plaintiff's name.
- On the next unused line, put "VS" (without the quotes and without a period).
- For multiple Defendants, list them one after the other across the field, separated by commas.
- The word "DEFENDANT" should appear only once, after the final Defendant's name.

#### Examples:

XYZ APARTMENT MANAGEMENT, PLAINTIFF VS

JOHN RENTER, SR., DEFENDANT

EWING OIL CO., PLAINTIFF

VS

RAY KREBS, DONNA KREBS, DEFENDANTS

## **CASE ISSUES** — (see JP web page for details)

#### JP Court LANDLORD-TENANT Cases:

**Property Possession** 

Landlord/Tenant cases involving retaking possession of rental unit.

LLT Mobile Home

Whenever a LLT case involves a Mobile Home.

**LLT Rules Violation** 

Renter violates rules and landlord demands possession. Include that portion of the lease which defines the rule that was violated as an additional Attachment to your filing.

#### JP Court DEBT Cases:

Debt Deficiency (Only used on certain Debt cases):

There is additional debt owed by a Defendant following the resolution of a prior case (a new Debt case is filed, and this issue is applied to the new case).

### Debt LLT Relationship

Landlord suing after-the-fact for damages left behind by tenant; or, tenant suing landlord for return of security deposit.